



Graduation Requirements Directions School Year 2006-2007

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Once the online "Personnel Record Form" menu has been **completed**, access the "Check Graduation Information" menu to encode units of credit.

● **24:03:06:05. Number of required credits for graduation from high school.** Required units of credit for high school graduation must be earned in grades 9 through 12 as follows:

1. Students graduating on July 1, 2004, and after must have a minimum of 22 units of credit.

● **24:03:06:06.01. Specific units of credit required for high school graduation.** The units of credit required for high school graduation must include the following 12 units (1-6).

1. English/Language Arts: Total units of credits required 4.0
 - a. Writing: Total units of credits required 1.5
 - b. Literature: Total units of credits required 1.0
 - c. American Literature: Total units of credits required 0.5
 - d. Speech: Total units of credits required 0.5
 - e. Other English/Language Arts: Total units of credits required 0.5
2. Social Studies: Total units of credits required 3.0
 - a. U.S. History: Total units of credits required 1.0
 - b. U.S. Government: Total units of credits required 0.5
 - c. Geography: Total units of credits required 0.5
 - d. Other Social Studies Total units of credits required 1.0
3. Five units of mathematics and laboratory science, which include a minimum of two units each of mathematics and laboratory science; **This requirement applies to seniors graduating 2006 and 2007.**
 - a. Mathematics: Total units of credits required 2.0
 - b. Laboratory Science: Total units of credits required 2.0**2005-2006 freshmen and sophomores must have three units of math including a minimum:**

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- a. Algebra I: Total units of credit required 1.0
- b. Other Mathematics: Total units of credit required 2.0
- c. Lab Science: Total units of credit required 2.0
4. Laboratory Computer Studies: Total units of credits required 0.5
5. Fine Arts: Total units of credits required 1.0
6. Electives: Total units of credits required 8.5

Additional Electives: Will count towards the elective category.

Vocational "services" may count up to 2 units of credit.

In lieu of taking the required course in computer studies, a maximum of one-half unit of credit may be granted to a student who can demonstrate mastery of the basic course of studies for computers. The credit granted in this manner must be noted on the student transcript but may not be used to satisfy the requirements of § [24:03:06:05](#).

Credit for certain vocational education courses may be used to partially satisfy required course credit in English, mathematics, social science, and science. Up to one unit of credit from vocational education courses may be substituted for required course credit in each of these academic areas. Required course credit earned in this manner shall be accounted for on the student transcript, identifying the vocational education courses approved and applied toward the credit.

Updating Graduation Information

STEP #1: Select one of graduation requirement categories from the drop down box and the coursework offered that meets units of credit required for high school graduation requirements will populate from the "Personnel Record Form" menu.

"Check Graduation Information" menu

#1 Select one of graduation requirement categories from the drop down box and the coursework offered that meets units of credit required for high school graduation requirements will populate from the "Personnel Record Form" menu.

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Submission deadline: October 13, 2006

STEP #2: The coursework offered that meets units of credit required for high school graduation requirements will populate from the "Personnel Record Form" menu.

#4 Select the delivery method.

#5 Enter the units of required credit.

#6 Put a checkmark in the Units box along with the credit amount that should count toward the "elective credit" rather than the "required credit" category.

The screenshot shows a web form titled "High School Course Delivery Methods" for "32002 Pierre School District 32-2" in "2005". The form includes fields for "Category" (English/Language Arts Writing), "Assignment" (57115-Composition/Grammar, Advanced), "Delivery Method" (Current Year), and "Units of Credit" (0.5). A checkbox labeled "Units that count toward an elective credit:" is present. A sidebar on the left lists various menu items, and "Cancel" and "Save" buttons are at the bottom.

STEP #3: Identify delivery methods, units of credit and if applicable to an elective.

TIP: Bold font indicates that part or all of the units of credit can be counted towards the "elective category".

#2 Click on the specific assignment row that needs to be updated.

#3 Choose the option of "Edit" to update the units of graduation credits for the current school year.

The screenshot shows a table titled "The following coursework is offered that meets units of credit required for high school graduation requirements". The table has columns: Assignment, Units of Credit, Delivery Method, and Integrated within course. The row for "57115-Composition/Grammar, Advanced" is highlighted. Below the table are "Add", "Edit", "Delete", and "OK" buttons. A sidebar on the left lists menu items.

| Assignment | Units of Credit | Delivery Method | Integrated within course |
|-------------------------------------|-----------------|-------------------|--------------------------|
| 57111-Composition/Grammar I | 1 | Current Year | |
| 57112-Composition/Grammar II | 0 | Current Year | |
| 57113-Composition/Grammar III | 0 | Current Year | |
| 57114-Composition/Grammar IV | 0 | Current Year | |
| 57114-Composition/Grammar IV | 0.5 | Distance Learning | |
| 57115-Composition/Grammar, Advanced | 0.5 | Current Year | |

STEP #4: Continue this process for ALL graduation categories.

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Adding a Course

STEP #1: This option is used when the course is not reported as a staff assignment due to alternate years or offered through distance learning.

| Assignment | Units of Credit | Delivery Method | Integrated within course |
|-------------------------------|-----------------|-----------------|--------------------------|
| 57202-English Literature | 1 | Current Year | |
| 57203-World Literature | 0.5 | Current Year | |
| 57204-Contemporary Literature | 0 | Current Year | |

STEP #2: Record high school courses with graduation credit to be earned that are taught in alternating years or over distance through electronic media.

High School Course Delivery Methods

Category: English/Language Arts Literature

Assignment: 57205-Mythology

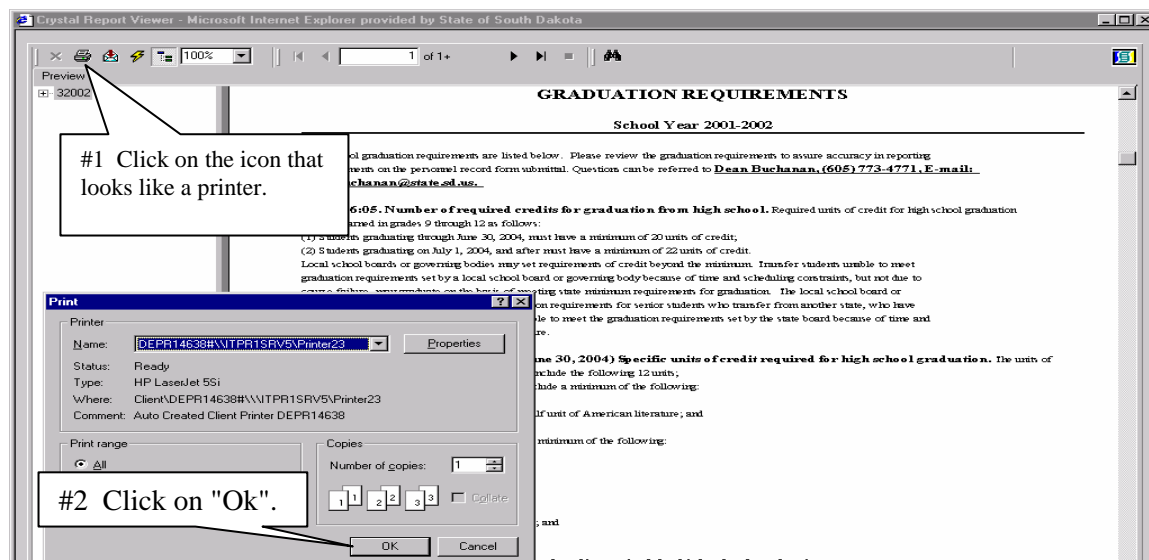
Delivery Method: Distance Learning

Units of Credit: 5

Site and state from which course is being offered: Washington High School in Sioux Falls, SD

Submission deadline: October 13, 2006

- **SUGGESTION:** Follow the directions on how to run a report and print the "Report: Graduation Requirement Credit Units" to review what you have encoded.



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